

Our Royal Oak Schools are Ready!



Instructional leaders, teachers, and those who work in our schools to support student learning have all been working over the summer refining our programs, improving lessons, and taking all necessary steps to ensure that the 2013-2014 school year is the best ever for students and their learning in Royal Oak.

As the summer winds down, capital improvement projects across the district are being completed and buildings are being prepared for the new school year. This has been a busy summer! Over \$3.5 million in building renovation and improvement projects have been completed. As we welcome students to a new school year, our school

buildings will be safer, more secure, and more efficient, and students will have an improved ability to connect to on-line learning using enhanced technology infrastructure and devices.

The community of Royal Oak has long supported quality schools. Much of the capital improvement work completed across the district this summer is possible because voters last November approved a building site and sinking fund millage. With the support of our community, our schools have set excellence as our standard. We are committed to working together as a community to meet this standard in the learning that occurs in our classrooms, performance stages, gymnasiums, and athletic fields.

We are ready! And, we are eager! If you have not yet done so, please enroll your child for the 2013-2014 school year. You can do so by visiting our Central Enrollment Office at 1123 Lexington Blvd., Royal Oak, MI, 48073. For additional information, visit our website (it's been updated!) at www.royaloakschools.org and click on the "enroll now" tab.

Sincerely,

Shawn Lewis-Lakin
Superintendent

2013-2014 School Year Begins Tuesday, September 3, 2013

All students in grades K-12 should report for a full day of school on the morning of Tuesday, September 3, 2013.

If you have not received specific information from your school principal, or you are new to the District, please call your school building (phone numbers listed on page 11) or Student Services at (248) 435-8400, Ext. 1232.

School Hours 2013-2014 School Year

	Start Time	Late Start Time	End Time
All Elementary Schools	8:25 a.m.	9:25 a.m.	3:30 p.m.
Royal Oak Middle School	8:00 a.m.	9:00 a.m.	2:50 p.m.
Royal Oak High School	7:55 a.m.	8:55 a.m.	3:00 p.m.
Churchill Community High School	8:00 a.m.		2:30 p.m.

Enrollment

Back-to-School Packet Information

Back-to-School packets are available on-line at the district website home page, www.royaloakschools.org.

For those who do not have internet access, print copies will be available at the Board of Education/Administration Office, 1123 Lexington Blvd., Royal Oak, MI 48073.

Changing Residence and School Enrollment

Parents/guardians of all Royal Oak School District students who change their residence during the school year are required to update their address information with the Enrollment Office at the Board of Education building. Please check the "Enrollment" section on the District website (www.royaloakschools.org) for required/acceptable proofs of residency.

Family Information Updates

Changing your e-mail address? New telephone number? Parents can edit their contact information or change their password to something easily remembered at the MISTAR Parent Portal. Address changes, however, cannot be updated using Parent Portal. All address changes must be made with the District Central Enrollment Office, 1123 Lexington Blvd., Royal Oak.

Kindergarten Vision Screening

Michigan Law (Public Health Code, Act 368, and Michigan School Code, Act 291) requires a vision screening for kindergarten entrance.

Vision screening done by a health department technician, a physician or an eye doctor fulfills this requirement.

The Oakland County Health Division offers free vision screening for Oakland County residents. Call (248) 424-7070 to schedule an appointment.

Enrollment Procedures

Parents may enroll students at our centralized location. Pre-enrollment paperwork may be completed online.

District Enrollment Office

1123 Lexington Boulevard, Royal Oak
Hours: Monday - Thursday (Closed Friday)
8:00 a.m. - 4:00 p.m.

Barbara Sparks, Enrollment Coordinator
(248) 435-8400, Ext. 1260
Fax: (248) 280-2591

To register a child for school, parents should bring the following with them to the Enrollment Office:

Enrollment/Registration Required Documents

- **2 Proofs of Residency**
 - Lease Agreement (plus page with landlord and tenant signatures)
 - Mortgage Statement (within last month)
 - City Assessor's Tax Statement (current year)
 - Current Utility Bill or Cable Bill (within last month)
 - Notarized Affidavit of Residence if living in someone else's home/apartment
 - This person's driver's license and two proofs of their residency
- **Driver's License** (of parent or guardian)
- **Birth Certificate** (original or certified copy with raised seal)
- **Immunization Records**
- **Vision Screening Required for Kindergarten**
- **Court documents, if applicable** (guardianship, foster care, etc.)
- **High School requires transcript at time of enrollment**
- **Enrollment packet paperwork must be completely filled out.** It can be downloaded at www.royaloakschools.org, click Enrollment, or it is available at the district Enrollment Office or any school building.
- **Please bring:** Emergency contact names/phone numbers, physician's name/phone number, and previous school name/address/phone and fax numbers

Early Childhood Center Offers Preschool Programs for Three/Four/Five-Year-Olds

Preschool programs for three/four/five-year-olds are being offered at Addams Early Childhood Center for the 2013-2014 school year.

Programs for four/five-year-olds:

Three-day morning (9:00-11:30 a.m.) or afternoon (1:00-3:30 p.m.) programs will be offered Monday, Wednesday and Friday.

The four-day afternoon session will meet Monday, Tuesday, Wednesday and Thursday from 1:00 - 3:30 p.m.

The five-day morning session will meet Monday, Tuesday, Wednesday, Thursday and Friday from 9:00 - 11:30 a.m.

Programs for three-year-olds:

The three-year-old program meets two days per week on Tuesday and Thursday. The morning program meets from 9:00-11:30 a.m. and the afternoon program meets from 1:00-3:30 p.m.

The programs are fully licensed by the State of Michigan. All classrooms are staffed with certified early childhood teachers, and paraprofessionals, providing a student-to-teacher ratio of 18 students to two adult staff members.

Curriculum includes Developmentally Appropriate Practices (DAP) that include gross motor skills, small group activities, songs, stories, creative arts, computer skills, and social interaction, all in a "can-do" atmosphere. Parent participation is encouraged.

The preschool programs run from September through May with holidays in accordance with the District calendar. For registration information and/or questions on these fee-based programs, please call Nancy Soik at (248) 288-3220, Ext. 3561.

Young Oaks Latchkey Program

Royal Oak Schools offers fee-based before and after school child care for school-aged children at each of the six elementary schools.

The Young Oaks Latchkey Program emphasizes a comfortable, supervised atmosphere that includes activities that will enhance the child's physical, social and academic growth.

The program is fully licensed by the State of Michigan and follows all of its guidelines. The staff is fully trained in CPR and first aid and receives additional appropriate in-service training throughout the year.

We offer care before and after school, as well as on most vacation days. In addition, summer camp is available during the entire summer break. For a nominal additional fee, parents can purchase "inclement weather" coverage in the event that schools are closed for an unpredictable reason.

For more information regarding the fee structure of the Young Oaks Latchkey Program, call Nancy Soik at (248) 288-3220, Ext. 3561.

Great Start Readiness Program (GSRP)

The Great Start Readiness Program (GSRP) for four-year-olds is offered at the Addams Early Childhood Center. The program runs from mid-September to mid-May each year. Classes are held Monday through Thursday, with an AM session from 8:55 a.m. to 11:55 a.m. and a PM session from 12:55 to 3:55 p.m. daily.

This program is fully licensed through the State of Michigan. The classroom is staffed with a certified K-8 teacher with ZA endorsement (early childhood emphasis) and an associate teacher. The student to teacher ratio is 8:1.

GSRP is a state funded program that is paid for through a grant from the State of Michigan Department of Education. For qualifying families, there is no cost to participate. GSRP is not solely based on financial need. Please contact the GSRP teacher at (248) 288-3220, Ext. 3569 for further information.

Child Care Program

The Royal Oak School District offers a Child Care Program at the Addams Early Childhood Center for children ages 2½ through five years. This program is open year round, Monday through Friday, from 7:00 a.m. until 6:00 p.m. and offers full or part time availability. The program is closed on major holidays.

The Child Care Program is fully licensed by the State of Michigan; staff are certified in CPR and First Aid, and participate in continuing education annually. The Child Care Program provides a pre-school component daily. Contact Addams Early Childhood Center at (248) 288-3220, Ext. 3561 for more information.

Project Find

Project Find needs your assistance to help children with special needs. Special Education Services are available for eligible children ages birth to 26 who have trouble seeing, hearing, talking, or learning.

Call about available free services for eligible children through your local Royal Oak Schools.

Michelle DeJaeger
Director of Special Education
(248) 435-8400

Summer 2013 Construction Project Update

This summer, work has been completed across the District on a variety of capital improvement projects. These projects, funded with sinking fund revenue, as well as proceeds from property sales, are designed to provide safe, secure and up-to-date learning environments for all of our students.

Extensive construction at Oak Ridge Elementary included secure entry/welcome center, complete replacement of the HVAC system, new flooring and painting.

At Royal Oak High School, a new secure entry/welcome center was created. The athletic offices, conference room, weight room, and office for the police liaison officer were relocated as a part of this project. In the main gymnasium, the bleachers were replaced. Exterior projects at ROHS included replacement of a drain line running along the front of the building as well as replacement of portions of the building roof.

Oakland Elementary received a new secure entry/welcome center, as well as painting, and fencing. Paving projects included the rear parking lot at Addams Elementary and the Upton Elementary front parking lot. Additional roofing renovations were completed at Addams Elementary, Upton Elementary and the Maintenance and Transportation Center.



District-wide, concrete sidewalk sections were replaced, including needed repairs to steps at the Middle School and Oakland Elementary School.

Technology enhancements included the construction of a district-wide fiber optic wide area network (a project completed in partnership with the City of Royal Oak), the updating of W.A.N. electronics, local area network upgrades (at Churchill, Oak Ridge,

Oakland and Upton), updating of the ROHS video surveillance system, and the installation of new telephone systems at Churchill, Oak Ridge and Oakland.

Regular updates on these projects have been posted to the district website, www.royaloakschools.org. These updates provide additional information, as well as show the progress over the summer on each project.

The sinking fund allows the district to maintain the community's investment in its buildings without needing to negatively impact instructional funding. Because the Royal Oak Community graciously said "yes" to the sinking fund millage in November 2012, needed capital improvement projects are being planned and will be completed each year for the next ten years.

Student Learning

Royal Oak Schools Receives District-Wide Accreditation

Royal Oak Schools has received district-wide accreditation from the prestigious AdvancEd Association Commission on Accreditation and School Improvement. This designation recognizes Royal Oak Schools internationally as a high quality school system.

“The professionalism and dedication of our teachers, principals, and staff to this rigorous process demonstrates the entire district’s commitment to learning and serving the larger community of Royal Oak,” said Sarah Olson, Director of Instruction for Royal Oak Schools.

The key elements for accreditation are:

- Assessment of standards and indicators. Both self-assessment and assessment by the AdvancEd External Review Team
- Student performance results
- Perceptions by students, teachers and parents

In June 2013, an External Review Team spent three days in the district. The team

assessed and evaluated district effectiveness in meeting the requirements of accreditation and provided feedback and improvement direction. The team visiting the Royal Oak district made 33 classroom visits and interviewed 182 stakeholders - board members, administrators, teachers, support staff, parents and students.

The team commended the district on:

- Parents and students who praised the dedicated and caring staff
- The Superintendent’s “State of the Schools” address which was deemed an effective tool to share the district’s profile and highlight the students’ outstanding achievement level
- A strong commitment to shared leadership between teachers and administrators
- The collegial and collaborative culture in the district
- The meaningful involvement of parents and families

- Highly active and involved Parent Teacher Associations

The team’s report also suggested areas of emphasis for the district moving forward. These included a suggestion that the district integrate the plans and roadmaps that exist in various departments into a more formal district strategic plan. The team commended the district on making necessary technology infrastructure improvements and encouraged them to continue moving forward in this area with a focus on student use of technology. Finally, while praising the positive energy in the district, the visitation team cautioned the district to monitor the number of instructional initiatives so that new initiatives do not overwhelm the district’s capacity to successfully implement them.

Shawn Lewis-Lakin, Superintendent of Schools, noted “The accreditation process is incredibly important to us as we work to meet the standard of excellence we have set for ourselves.”

Royal Oak High School MME Scores Improve in All Areas; Exceed Oakland County & State Averages

In June, the Michigan Department of Education released the results of the 2013 Michigan Merit Exam (MME), the annual high school assessment for Michigan 11th graders.

Royal Oak High School (ROHS) student scores showed across the board increases.

- In every subject area (Reading, Writing, Mathematics, Science, Social Studies), scores for Royal Oak High School improved over 2012.
- Scores in all areas are significantly above Oakland County averages.
- Royal Oak student scores are also well above state averages.

Commenting on the scores, Shawn Lewis-Lakin, Superintendent of Schools, said, “These positive results affirm Royal Oak High School as an exceptional learning community. Everyone is to be commend-

ed for their commitment to increasing student learning.”

“MME scores are one among many measures that we use to assess student learning on an ongoing basis,” said Sarah Olson, Director of Instruction. While she expressed pride in this year’s scores, she also urged caution in comparing scores from one year to the next, noting that “each year a unique cohort group is assessed.”

Lewis-Lakin concluded, “I am often asked whether test scores are ‘good’ or ‘bad.’ Whether our scores have increased, as they did this year, or decreased, my answer is the same: Any student assessment data is good when it is used to improve learning. We will be utilizing detailed item analysis reports from these tests to identify the next steps towards meeting the excellence standard we have set for ourselves.”

2012 State & County Average Comparison

Subject Area	ROHS 2012	ROHS 2013	State 2013	County 2013
Reading	66%	72%	54%	59%
Writing	62%	69%	49%	57%
Mathematics	37%	43%	29%	37%
Social Studies	48%	60%	39%	45%
Science	28%	38%	26%	33%

A Note Regarding Colors, Labels, and Learning

Green, lime, yellow, orange, and red: This is the color scale used by the state in their latest scorecard system for districts and schools. The new system includes an accountability grid with over one hundred cells. A district can achieve the “best” possible color – green – for overall student achievement, but be designated as “red” based on low assessment participation in one building. Disconcerting? Yes.

In addition to the color scale scorecard, the state also has a system for labeling schools as reward, priority, or focus. Reward Schools are schools where high achievement, high improvement or “Beating the Odds” performance qualifies them for recognition. Priority Schools are the schools in the bottom 5% on the state Top-to-Bottom list. Focus Schools are schools that have the largest achievement gaps between the top achieving 30% of the students and the lowest achieving 30% of students in that school. A focus school designation is not based on overall student achievement in a building; rather, it is based on the size of the gap between the highest and lowest achieving students in a building. And, when a school is a reward school, it is not necessarily a green or lime school. Bewildering? You bet.

School scorecards and designations are developed by the state in response to federal requirements. They have a place, and we carefully analyze and consider what these accountability systems purport to provide us. However, our focus has been and will continue to be on our community, our schools, and our students. Whether a school is lime or red, a focus school or reward school, our commitment is the same: To work with students and families to be sure that each child entrusted to us is achieving to his or her fullest potential. Clear? Absolutely.

Additional information regarding school and district scorecards and school designations are posted on our district website, www.royaloakschools.org. If you have questions or concerns regarding the colors or labels attached to our schools, please contact me.

Sincerely,
Shawn Lewis-Lakin

Operating Millage RENEWALS on November Ballot

On November 5, 2013, voters in the Royal Oak School District will vote on an Operating Millage Renewal Proposal (see ballot language below). The millages in the proposal have been in place since the approval of Proposal A in 1994 and were last renewed in 2006. The proposal would authorize an 18 mill levy on non-homestead properties; non-homestead property taxes are not levied on owner occupied primary residences. The proposal would also authorize a 3.4 mill hold-harmless levy on principal residences. The 3.4 mill authorization is a reduction from the 3.5030 hold-harmless authorization approved by voters in 2006.

“These are not new taxes. These are not tax increases. In fact, the hold-harmless authorization is a reduction from that which voters approved in 2006,” said Shawn Lewis-Lakin, Superintendent of Schools. “We rely on the revenue from these millages for one-third of our operating budget. This proposal is critically important to our schools and our community.”

SAMPLE BALLOT LANGUAGE FOR NOVEMBER 2013

SCHOOL DISTRICT OF THE CITY OF ROYAL OAK COUNTY OF OAKLAND STATE OF MICHIGAN

OPERATING MILLAGE RENEWAL PROPOSAL

This proposal, if approved by the electors, will allow the School District of the City of Royal Oak to continue to levy the number of operating mills required for the School District to receive revenues at the full per pupil foundation allowance permitted by the State of Michigan.

Shall the limitation on the total amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, situated within the School District of the City of Royal Oak, County of Oakland, State of Michigan, be increased as provided in the Michigan Constitution, in the amount of 18 mills (\$18.00 on each \$1,000 of taxable valuation), and against all principal residences and other property not exempted by law, by 3.4 mills (\$3.40 on each \$1,000 of taxable valuation), both millages to be for a period of seven (7) years, from July 1, 2014 through June 30, 2021, inclusive with the above 18 mills and the above 3.40 mills (which is a reduction from the 3.5030 mills previously authorized by the electors) being a renewal of millage which would otherwise expire on December 31, 2013? These operating millages if approved and levied, would provide estimated revenues to the School District of Eighteen Million Eight Hundred Thousand (\$18,800,000) Dollars during the 2014 calendar year, to be used for general operating purposes.

Royal Oak Schools 2013-2014 Tax Rates

When the sinking fund proposal was approved by voters in November, 2012, the district believed that this new 1.0 mil levy would be partially offset by reductions to debt and hold-harmless taxes. In May 2013, when the Board of Education approved tax rates for the 2013-2014 school year, they were able to reduce the debt and hold-harmless rates so as to totally negate the new 1.0 mil sinking fund levy. This means that the total Royal Oak School millage rate in 2013 will be the same as it was in 2012.

Oak Ridge Teacher Lois Mann Named Outstanding Teacher by *Metro Parent* Magazine



Metro Parent Magazine named Oak Ridge Kindergarten Teacher Lois Mann one of five outstanding educators in metro Detroit. She was spotlighted in the May issue of the magazine, as well as the Big Book of Schools.

Oak Ridge Principal Jason Parrott says "She knows kindergarten students and how to speak to them at their level. She's been teaching for so long that she knows the different personalities of the students and what works well for them. But she still approaches the job like it's her first year."

On keeping her approach fresh year after year, Mann explains, "I just believe that I'm learning always as much as the children when I teach. I want them to be lifelong learners, and part of that is to have fun while you're learning."

Teachers are nominated by parents, students or other teachers. The winners must exhibit extraordinary creativity in teaching, going above and beyond to motivate, challenge and instill love of learning.

In describing the program, *Metro Parent* stated: All of the submissions were a reminder that while the curriculum may change and budgets may rise and fall, in the end, it all comes down to the teachers. They are the linchpin in a child's learning. Without them, the whole educational endeavor falls apart. And when they excel, the possibilities for their students are endless.

Royal Oak Schools Recognizes Retiring Employees

The Royal Oak Board of Education recognized 12 employees who retired at the end of the 2012-2013 school year. Collectively, these individuals represent 323 years of experience working in the Royal Oak Schools:

Bonnie Attan, Oak Ridge Elementary Resource Room Teacher, 38.5 years

Jeanne Baker, District Psychologist, 28 years

Noreen Chapin, Keller Elementary 3rd Grade Teacher, 18 years

R. Frances Darnell, Oak Ridge 1st Grade Teacher, 36 years

Charles Gosdzinski, Royal Oak High School Industrial Arts Teacher, 19 years

Karen Keutgen, Royal Oak High School Health Teacher, 18 years

Stephan Lawson, Northwood Elementary 3rd Grade Teacher, 21 years

Renee McConahy, Addams Early Childhood Center Speech & Language Therapist, 22 years

Deborah Pawlowski, Keller Elementary 5th Grade Teacher, 38 years

Arthur Watson, Director Custodial/Transportation Routing, 37 years

Susan Wit, Addams Early Childhood Center Occupational Therapist, 26 years

Clarice Zuger, District Paraprofessional, 22 years

Superintendent Shawn Lewis-Lakin thanked the retirees, saying "you have made a difference for students and our community. On behalf of the entire District, I say thank you and wish you all the best as you begin a new chapter in your lives."



Cheryl Goodgine, Executive Director, Administrative Services (right) congratulates retirees (left to right): Art Watson, Director Custodial/Transportation Routing, 37 years, Clarice Zuger, Paraprofessional, 22 years, and Frances Darnell, Oak Ridge 1st Grade Teacher, 36 years.

Thank You to Our Royal Oak Foundation Golf Outing Sponsors

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Pasquale's, Pizzeria Biga, Rock on Third, Royal Oak Brewery, 212, Vinsetta Grill



Patrick Murphy Appointed Operations Manager

The Royal Oak Board of Education unanimously approved the appointment of Patrick Murphy as Operations Manager of Royal Oak Schools. He



succeeds Art Watson who retired this year after 37 years of service to the district.

Murphy has 20 years of facilities and operations expertise. His prior experience includes 12 years of service with the Rochester Community Schools where he served as manager of maintenance and grounds. He also worked as the director of facilities and operations for Christ Church Grosse Pointe and the Cranbrook Educational Community. In 2007 he was named a Michigan School Business Officials Meridian Award Winner for Innovation in School Business Practice.

Residents Invited to Apply For Board of Education Committees

Applications are now being accepted for the Royal Oak Schools 2013-14 Board of Education Committees. Committees include:

- Arts & Preservation
- Communications
- Wellness
- Health Advisory
- Finance & Facilities
- District School Improvement
- Readmission

Additional information regarding these opportunities may be obtained by contacting the Office of the Superintendent at (248) 435-8400, Ext. 1128. Applications are available on the District website www.royaloakschools.org, Board of Education page under District tab. The deadline for submitting applications is Friday, September 6, 2013.

Activity Gold Card Available for Seniors

The Royal Oak Neighborhood School District presents its Senior Activity Gold Card, a complimentary pass for Royal Oak residents ages 60 and over. This complimentary pass will be renewable every three years.

Benefits

The Gold Card includes free admission to:

- Athletic Events (except state sponsored tournaments)
- Drama Programs & Dance Shows
- Vocal & Instrumental Music Concerts
- Evening Recreational Swim at Royal Oak Middle School

Applications are available at the Churchill Community Education Center, 707 Girard, Royal Oak. For additional information, please call (248) 588-5050.

When You Have a Question or Concern...

1. Take your question or concern to the person closest to the problem.

Whether in the classroom, in the cafeteria, or on the playground or practice field, the quickest and easiest solution is usually found with the person most directly involved. Talk with that person first. In order to find a time that is satisfactory to both you and the individual involved, you may need to make an appointment. When you make an appointment, please state the general nature of your question or concern, so the staff member can save both of you time by researching the issue and gathering the necessary information in advance of meeting with you.

It is a good practice to establish and maintain open communication with school staff. Please contact them not only when you have a question or concern, but also when things are going well.

2. If your question or concern is not resolved, go to the next level.

The School Principals, Special Education Director, Athletic Director, Community

Education Director, and Food Services Director are all individuals who are willing to work with you to help answer questions or resolve concerns. These persons, too, may need to find a time that is appropriate for both of you to meet. When you make contact with them, to arrange a time to talk or meet, it is helpful for them to know the basic nature of your concern and the person with whom you first talked in working to resolve the concern.

3. If your concern is still not resolved, go to the Superintendent of Schools.

There are times when you may not receive satisfaction at the first two levels and need to go to the Superintendent of Schools. If this happens, please keep in mind that the Superintendent is often expected to attend meetings both inside and outside of the school district, which means a meeting may require advance planning. When you make contact with the Superintendent's office to arrange a time to talk or meet, it is helpful for them to know the basic nature of your concern, and the persons with

whom you have talked at the building or department levels to resolve the concern.

4. If your concern is still not resolved, contact a member of the School Board.

School board members are elected to represent the interests of all parents and district residents. They do not, however, have direct authority in day-to-day operations of the school. The authority of the Board of Education is the result of official actions decided on by a majority of board members at meetings open to the public. The Board's primary responsibility is to make policies that guide the school district.

Contact with a board member is appropriate after you have attempted to resolve a question or concern at all prior levels, when a policy is being enforced but you believe it results in bad consequences, or when you believe that at the Superintendent level a policy isn't being followed or is not being followed fairly for all.

Calendar Notes

For the past several years, teachers and administrators have been working together to develop a calendar that provides regular and consistent time for teacher collaboration and professional development. Research indicates that providing regular and consistent time for teachers to review data and collaborate on instructional practices is one of the most effective strategies to improve student achievement.

To achieve this goal, the 2013-2014 calendar establishes "late starts" on 24 Wednesdays throughout the school year. On these Wednesdays, teachers will arrive early and students will begin their instructional days one hour later. Together, these adjustments will create 90 minute blocks for regular and consistent teacher professional development and collaboration.

We recognize that there is no calendar that will meet the needs of all families. We were able to publish the 2013-2014 calendar on the district website in early June, and have been communicating electronically regarding it with district families, knowing that early notice of the calendar makes planning easier for families.

To further assist families, a "homework club" will be available at all elementary buildings from 8:25 a.m. - 9:25 a.m. on all late start Wednesdays. A registration form for the "homework club" option is included in the back to school materials available for elementary families on the district website. The homework club registration form has also been available with the calendar information on the district website. At Royal Oak Middle School, the "breakfast club," that normally provides a place for students between the hours of 7:15 a.m. and 7:55 a.m. each school day will be open from 7:15 a.m. to 8:55 a.m. on the late start days. At Royal Oak High School, students who need to arrive at 7:50 a.m. on late start days may use the cafeteria as a before school study hall area before school begins at 8:55a.m.

Additional details regarding the calendar, including a question and answer document, are available on the district website (www.royaloakschools.org).

2013-2014 District Calendar September 2013 – June 2014

2013

September 3	First full day of school for Students
September 11	Elementary Curriculum Night (Grades K-2, 6:30-7:15 p.m.; Grades 3-5, 7:30-8:15 p.m.)
September 11	Late Start for all Students
September 17	ROHS Curriculum Night 6:00-7:40 p.m.
September 18	Late Start for All Students
September 18	ROMS Curriculum Night 6:30-7:55 P.M.
September 25	Late Start for All Students
October 2	ROHS Parent/Teacher Conferences 5:00-8:00 p.m.
October 3	ROHS Parent/Teacher Conferences 4:00-7:00 p.m.
October 22-23	ROMS Parent/Teacher Conferences 4:00-7:00 p.m.
October 23, 30	Late Start for All Students
November 5	Election Day - No School for Students
November 7	Elementary Parent/Teacher Conferences 4:00-7:00 p.m.
November 13	Elementary Parent/Teacher Conferences 4:00-7:00 p.m.
November 13, 20	Late Start for All Students
November 20	Elementary Parent/Teacher Conferences 4:00-7:00 p.m.
November 27	Half Day Release for All Students
November 28-29	Thanksgiving Holiday Recess
Dec. 2, 3, 4, 5, 10, 11	Kindergarten Welcome Nights
Dec. 4, 11, 18	Late Start for All Students
Dec. 23 - January 1	Holiday Recess – No School

2014

January 2	School Resumes
January 8, 15	Late Start for All Students
January 20	Martin Luther King Jr. Day - No School
January 21-23	ROHS Exams (1/2 Day for ROHS Students)
January 24	Teacher Records Day – No School for Students
January 29, Feb. 5	Late Start for All Students
February 19-21	Mid-Winter Recess
February 26	Late Start for All Students
March 6	ROHS Parent/Teacher Conferences 4:00-7:00 p.m.
March 12, 19	Late Start for All Students
March 20	ROHS Community Open House 6:00-8:00 p.m.
March 26	Late Start for All Students
April 1, 2, 3	Elementary School Open Houses
April 2	ROMS Parent/Teacher Conferences 4:00-7:00 p.m.
April 2	Late Start for All Students
April 7-11	Spring Recess
April 18	Good Friday – No School for Students
April 23, 30	Late Start for All Students
May 7, 14	Late Start for All Students
May 19-20	ROHS Senior Finals
May 26	Memorial Day – No School
June 4	Late Start for All Students
June 10-12	ROHS Exams (1/2 Day for ROHS Students)
June 12	Last Day of School

Instructional Swim Program

Registration:

For all classes, Wednesday, September 4, 2013, 5:15 - 6:45 p.m.

First Date of Fall Lessons:

Royal Oak High School
Saturday, September 14, 2013
Instructional Swim for Children (ages 6-14) and Tiny Tots for Children (ages 1-5)

Fall Open Swim Program

Schedule:

Royal Oak Middle School

Monday Evenings:

7:30-8:30 p.m. Children & Adults

8:30-9:45 p.m. Adults Only (Lap Lane)

Thursday Evenings:

8:45-10:00 p.m. Adults Only (Lap Lane)

Fee:

\$5.00 for everyone over 5 years of age. Seniors are free with school district Senior Citizen Gold Card (available at Churchill Continuing Education Center).

Discount Cards are available at Open Swim locations for \$40 (10 visits).

Pools are closed during school breaks and whenever school is not in session due to inclement weather or other emergency.

Annual Notices

Royal Oak Schools are required to annually provide notices to the community. The notices make community members aware of their rights in regards to directory information, educational records, pupil rights, blood-borne pathogens, privacy rights and nondiscrimination. The notices are posted in handbooks and on our website, www.royaloakschools.org. If you have questions about these notices, or would like to have hard copies of them provided to you please contact the Superintendent's Office, at (248) 435-8400.

Royal Oak Schools Adult Education

Churchill Community High School

Daytime Alternative High School program for students ages 16-19.

Days: Monday through Friday

Class Times:

1st Session 8:00 a.m. to 1:25 p.m.

2nd Session 9:05 a.m. to 2:30 p.m.

School Calendar: Terms are offered between September and June.

New students must call (248) 577-5639 or (248) 588-5050, Ext. 205 to schedule an interview for admission.

Adult Education/ Evening High School

Program for adults and high school age students age 16 and older who wish to complete the requirements for a high school diploma.

Evenings: Monday through Thursday

Class Times:

Monday & Wednesday

3:00 - 4:45 p.m., 5:30 - 7:15 p.m.
and 7:30 - 9:15 p.m.

Tuesday & Thursday

3:15 - 5:00 p.m., 5:30 - 7:15 p.m.
and 7:30 - 9:15 p.m.

School Calendar: Two 15-week semesters are offered between September and May. Classes begin September 16.

Registration begins August 26

Registration Fee: \$25.00

Monday & Tuesday, 3:30-7:30 p.m.

Wednesday & Thursday, 12 noon-4:00 p.m.

Tuition: Non-high school graduates who do not attend school during the day can take classes free of charge. Students who attend school during the day must pay a tuition fee for evening classes and bring a signed permission slip from their high school counselor.

English as a Second Language

For foreign born adults who are still learning the English language. This class provides basic English vocabulary, grammar, pronunciation, speaking, listening and culture through various media. Daytime classes are Monday, Tuesday, Wednesday

and Thursday from 8:30 to 11:00 a.m. Evening classes are Tuesday and Thursday from 6:30 to 9:30 p.m. Classes will begin September 16. For further information, call (248) 588-5050, Ext. 206. Or come in person to:

Churchill Community Education Center
707 Girard, Royal Oak (between 12 & 13 Mile Roads, East of Rochester Road)

Registration begins August 26

Registration Fee: \$25.00

Monday & Tuesday, 3:30 - 7:00 p.m.

Wednesday & Thursday, 12 noon-4:00 p.m.

G.E.D. Preparation – English & Math

These courses are designed to prepare students for the G.E.D. test. The focus of these classes will be on writing skills, the essay, and math. Test taking skills will also be taught. A variety of methods will be utilized including cooperative learning, hands-on activities, and individualized instruction. Earn one unit of credit while you prepare for the G.E.D. test. Classes are free and begin September 16. For further information, call (248) 588-5050, Ext. 205.

Registration begins August 26

Registration Fee: \$25.00

Monday & Tuesday, 3:30 - 7:00 p.m.

Wednesday & Thursday, 12 noon-4:00 p.m.

G.E.D. Testing

Limit 20 students. To take the G.E.D. test you must pre-register in person, be 18 or older, and your high school class must have graduated. This is a battery of five tests (\$35 each or \$175 total). The cost is \$100 if you take the G.E.D. Preparation classes with us. Must meet attendance and testing requirements. The high school equivalency certificate is granted by the Michigan Department of Education. There are no refunds on registration for the G.E.D. test. Both nights are required. Tuesday and Wednesday from 5:30 to 10:00 p.m. are the scheduled test nights.

September 10 & 11

October 8 & 9

November 5 & 6, 12 & 13

December 10 & 11, 17 & 18

For further information, call (248) 588-5050, Ext. 205.

2013-2014 Food Service Information

New applications for free and reduced price meals will be mailed in late August. Please only use the new version as previous versions cannot be accepted.

The new application is also available at www.royaloakschools.org, at each school, and at the Board of Education building. Note that the application is a "Family" application requiring only one application per family. This application must be filled out accurately and completely to be processed. Incomplete applications will delay the application process.

Students who were eligible for free or reduced price meals at the end of 2012-2013 school year will retain their eligibility for the first 30 school days of the 2013-2014 school year. Please submit the new application by October 7 to avoid a lapse in meal benefits. Families are responsible for paying for meals between the 30 day grace period and the time a new application is processed.

The National School Lunch Program requires the use of the Paid Lunch Equity tool provided by the USDA to ensure the price of paid meals meets the requirements in Section 205 of the Healthy Hunger-Free Kids Act of 2010. The result

of the calculations provided by the tool require Royal Oak Schools to increase the paid lunch prices for the 2013-2014 school year as follows: Elementary School \$2.35, Middle and High School \$2.60. Royal Oak Schools has not adjusted paid lunch prices in over ten years.

High school and middle school students will need to use their ID badge or enter their student number on a key pad to receive a lunch, pay for a lunch, pay for a la carte items, or use money in their food service account. Elementary students do not carry ID cards but are identified by the classroom teacher, the lunch monitor, and the food service cashier.

Elementary school lunches must be pre-ordered a day in advance in the classroom at the beginning of the day. Your child's teacher will handle the ordering of school lunch and pass along the order to Food Service. The first day of school and the first day after winter break are exceptions to this rule and although pre-orders will be taken, they are not required.

You can add money to a Food Service account; online through parent connect, check or cash at any cash register or in a clearly marked envelope with your

child's first and last name (for elementary students).

The District has a no-charge policy for school lunches. An alternate meal consisting of a fruit, a vegetable, a milk and a cheese sandwich will be offered to students who have a negative balance on their account and no la carte purchases will be allowed until the balance is positive.

Last school year saw some of the most dramatic changes to the national school lunch program in years. USDA has listened to the feedback from across the nation and has issued a reprieve from the grain and protein limits. Sodium limits and saturated fat limits continue to be reduced. At least half of all grains offered must be whole grain. Two types of milk must be offered at breakfast. Protein (meat) is now optional at breakfast.

Chartwells continues to be ahead of the curve regarding healthy choices for students and will continue to offer whole grains, fresh fruits and vegetables, skim flavored and 1% white milk daily.

If you have any questions, please contact the Food Service office at (248) 435-8500, Ext. 1122.

USDA Continues to Modify School Lunch & Breakfast Meal Requirements

Last year saw some of the most dramatic changes to the national school lunch program in years. USDA has listened to the feedback from across the nation and has issued:

- A reprieve from the grain and protein limits
- Sodium limits and saturated fat limits continue to be reduced
- At least half of all grains offered must be whole grain
- Two types of milk must be offered at breakfast
- Protein (meat) is now optional at breakfast

Breakfast Available At All Schools

Breakfast is available at all schools every day school is in session including half days, exam days and late start days. Breakfast normally starts one half hour before the start of the school day. The price for breakfast at all schools is \$1.25 for paid, \$.30 for reduced and free for free eligible.

Students Must Take a Serving of Fruit or Vegetables for Lunch to be a Free or Reduced Meal

- As was the case last year, a fruit or vegetable portion must be chosen at lunch for the meal to count as reimbursable.

Allowable Grains and Proteins

- At least half of the grains offered at lunch each week must be whole grain rich. Chartwells has already made great strides in increasing the variety of whole grains on our menus, serving such items as whole grain pizza crust, rolls, muffins, pancakes, waffles and cereal.

Lower Sodium and Reduction of Saturated Fats and Elimination of Trans Fats

- Chartwells chefs and registered dietitians have modified and developed creative new recipes using non-salt seasonings, herbs and tasty fresh foods.
- Saturated fat levels continue to be reduced. All meals at Royal Oak Schools have been trans fat free since 2011.



Royal Oak Schools Directory

ELEMENTARY SCHOOLS

School	Address	Administrator	Secretary	Phone	Fax
Addams	2222 W. Webster 48073	Ms. Flarity-Gram	Ms. Nall	288-3100	288-3144
Helen Keller	1505 N. Campbell 48067	Mrs. Dryden	Ms. Murray	542-6500	541-1260
Northwood	926 W. 12 Mile Rd. 48073	Ms. Ashburn	Ms. McBride	541-0229	541-4709
Oakland	2415 Brockton 48067	Mr. van Staveren	Ms. Kucyk	542-4406	542-9289
Oak Ridge	506 E. 13 Mile Rd. 48073	Mr. Parrott	Ms. Kaczkowski	588-8353	588-0750
Upton	4400 Mandalay Ave. 48073	Mr. Grzywack	Ms. Affeld	549-4968	549-0013

ROYAL OAK MIDDLE SCHOOL

709 N. Washington 48067 541-7100 541-0408 Fax

Administrator	Secretary	Phone
Ms. Marcus, Principal	Ms. Beardsley	Ext. 2039
Mr. Simpson, Asst. Principal	Ms. Scott	Ext. 2073
Mr. Jones, Asst. Principal	Ms. Maurer	Ext. 2025
	Ms. Barber	Ext. 2013

ROYAL OAK HIGH SCHOOL

1500 Lexington Blvd. 48073 435-8500 288-8733 Fax

Administrator	Secretary	Phone
Mr. Van Camp, Principal	Ms. Staszak	Ext. 1078
Ms. Krynak, Asst. Principal	Ms. Ruffles	Ext. 1016
Mr. Lynch, Asst. Principal	Ms. Cooley	Ext. 1133
Mr. Cole, Asst. Principal/Athletic Director	Ms. Moore	Ext. 1148

OTHER FACILITIES

Facility	Address/Administrator	Phone	Fax
Administrative Offices	1123 Lexington Blvd. 48073	435-8400	435-6170
	Mr. Lewis-Lakin, Superintendent		
	Ms. Sutterfield, Administrative Assistant	Ext. 1228	
	Ms. Goodgine, Exec. Dir., Administrative Services		
	Ms. Johnson, Administrative Asst.	Ext. 1206	
	Mr. West, Exec. Dir., Business Services & Finance		288-8700
	Ms. Carlisle, AP Assistant	Ext. 1223	

Board of Education

435-8400

Gary Briggs, President
Deborah Anderson, Vice President
Marty Cardamone, Secretary
Jeff Brinker, Treasurer
Carrie Beerer, Trustee
Lisa Bradford, Trustee
Michael Hartman, Trustee
Ms. Sutterfield, Administrative Assistant

Ext. 1228

Churchill Community Education Center Continuing Education

707 Girard 48073 588-5050 588-2881

Mr. Wolynski, Director
Ms. Laird, Secretary

Ext. 1502

Adult Education

Ms. Cupples, Coordinator

Ext. 1505

Community High School

Ms. Sutton, Coordinator 577-5639 588-2881

Addams Early Childhood Center

2222 W. Webster 48073 288-3220 288-3047

Ms. Andersen, Supervisor
Ms. Soik, Secretary

Ext. 3561

Maintenance / Transportation Center

1601 N. Campbell Road 48067 545-0064 545-0885

Mr. Murphy, Operations Manager
Ms. Harbert, Secretary

Ext. 3245